Short Notice Resignation Letter

**Dear Mrs. Ming,

Please accept this letter as my official resignation, effective immediately. My last day of work will be tomorrow, [insert date]

I am resigning from the position of [insert job title] due to personal reasons. I have no ill-feeling towards you or any member of the staff, and I will forever appreciate my time spent here.

Thank you for providing me with the opportunity to work at this wonderful company. I will always remember your kindness.

Many thanks,

[Insert signature]**